



Early Learning Hub

of Linn, Benton & Lincoln Counties

Governing Board Packet June, 2018

Governing Board
Early Learning Hub
June 28, 2018
lblearlylearninghub.org

Packet Overview

In your Governing Board packet for June, you will find the following information:

1. The Agenda
2. Special Presentation – CCO 2.0, Any handouts will be provided at meeting & uploaded to Basecamp
3. Director's Report – Will be provided at meeting
4. Fiscal Report – April & May financials and the financial narratives are provided.
5. Consent Items
 - a. May Meeting Minutes
6. Discussion Items
 - a. Funding Committee Recommendations – Approval Needed
 - b. Pollywog Update – Informational
 - c. Vacant Board Positions & Terms – Informational
 - d. Subcontractor Reporting – Informational, no handouts
 - e. ELC/ELD Site Visit & Engagement Session – Informational, no handouts

Contents

Packet Overview 1

Agenda..... 3

Fiscal Report 4

April Financial Narrative..... 4

April Financial Summary 5

May Financial Narrative 6

May Financial Summary 7

Consent Items 8

May Minutes 8

Discussion Items 11

Funding Committee Recommendations 11

Pollywog Update 12

Vacant Board Positions & Terms..... 14

Agenda

Governing Board Members

Claire Hall, Co-Chair
Lincoln County Commissioner

Julie Manning, Co-Chair
Samaritan Health Services

Marco Benavides
Department of Human Services

DeAnn Brown
*Confederated Tribes of Siletz
Indians*

Rebecca Cohen
Newport Public Library

Jeff Davis
*Linn-Benton Community
College*

Sarah Dorgan
Citizens Bank

Laura Farmer
Parent

Jennifer Gere
Parent

Jim Golden
Greater Albany Public Schools

Christina Hannahs
Parent

Glenna Hughes
Linn County Public Health

Stephany Koehne
Kids & Company of Linn County

Kelly Locey
*Benton County Health
Department*

Mary McKay
*Linn Benton Lincoln
Education Service District*

Lorena Reynolds
The Reynolds Law Firm PC

Bettina Schempf
Old Mill Center

Lauren Sigman
Lincoln County School District

Paul Smith
Strengthening Rural Families

Jeff Sneddon
Linn County Health Department

Marc Thielman
Alsea School District



June 28, 2018
2:00 – 4:00 PM
Old Mill Center, Ramsay Room
1650 SW 45th Street
Corvallis, OR

Members of the public wanting to make public comment must sign in. Each individual speaker will have 3 minutes during the Public Comment portion of the Agenda.

- I. Roll Call
- II. Special Presentation – CCO 2.0, Bill Bouska
- III. Director's Report / EL Hub Updates
- IV. Fiscal Report
- V. Consent Items
 - a. May Meeting Minutes
- VI. Discussion Items
 - a. Funding Committee RFA Recommendations – Approval Needed
 - b. Pollywog Update - Informational
 - c. Vacant Board Positions & Board Terms – Informational
 - d. Subcontractor Reporting – Informational
 - e. ELC / ELD Site Visit & Engagement Session – Informational
- VII. Public Comment
- VIII. Next Meeting – August 2nd, LBL-ESD
- IX. Adjournment

All members of the EL Hub Governing Board **must disclose** when they believe they have or may have a conflict of interest, and may participate in discussions that are leading to consensus. If, however, consensus cannot be reached and the group uses the fall-back voting process, the individual with the conflict of interest may not participate in that final vote.

Fiscal Report

April Financial Narrative



MONTH-END DETAILS

Revenue:

We received a disbursement of \$25,635.71 from the Early Learning Division for Coordination Funds for April.

Expenditures:

We processed about \$47,000 in Reimbursement Requests from our contracted partners.

Miscellaneous:

Our fiscal year-end with LBCC is June 30, so we are working through our books and procedures to ensure that we are complying with LBCC's year-end processes before the deadline.

April Financial Summary

Early Learning Hub of Linn, Benton & Lincoln Counties Early Learning Hub - 2-Year Budget (7/1/17 - 6/30/19) Governing Board Summary Financial Update as of 4/30/2018

	Budget	Current Month	YTD	Balance	% Rcvd
Resources					
Revenues					
Reimbursable Revenues	\$ -	\$ -	\$ -	\$ -	0%
Grant Resources					
NWHF (Carryover)	\$ 16,552.54	\$ -	\$ -	\$ 16,552.54	0%
Local Resources					
IHN-CCO Funds	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	100%
IHN-CCO Funds (Carryover)	\$ 50,869.08	\$ -	\$ 25,000.00	\$ 25,869.08	49%
State Resources					
Coordination					
Dept. of Education - ELD - Coordination (Carryover)	\$ 244,821.35	\$ 25,635.71	\$ 51,271.82	\$ 193,549.53	21%
Dept. of Education - ELD - Coordination	\$ 610,528.80	\$ -	\$ 148,969.92	\$ 461,558.88	24%
Reimbursement Grants					
Dept. of Education - Vroom	\$ 5,471.57	\$ -	\$ 3,000.00	\$ 2,471.57	55%
Dept. of Education - School Readiness	\$ 224,270.39	\$ -	\$ 30,437.26	\$ 193,833.13	14%
Dept. of Education - Great Start	\$ 12,488.63	\$ -	\$ 9,283.63	\$ 3,205.00	74%
Dept. of Education - Title IV-B2	\$ 156,269.69	\$ -	\$ -	\$ 156,269.69	0%
Dept. of Education - Family Stability	\$ 77,193.10	\$ -	\$ 6,731.24	\$ 70,461.86	9%
Dept. of Education - Focused Child Care Network	\$ 135,744.74	\$ -	\$ 18,787.13	\$ 116,957.61	14%
Dept. of Education - Kindergarten Partnership & Innovation	\$ 556,601.71	\$ -	\$ 70,131.81	\$ 486,469.90	13%
Total All Resources	\$ 2,240,811.60	\$ 25,635.71	\$ 513,612.81	\$ 1,727,198.79	23%

	Budget	Current Month	YTD	Balance	% Used
Expenditures					
Reimbursable Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Grant Expenditures					
NWHF (Carryover)	\$ 16,552.54	\$ -	\$ 11,537.23	\$ 5,015.31	70%
Local Expenditures					
IHN-CCO Funds	\$ 200,869.08	\$ -	\$ 173,081.95	\$ 27,787.13	86%
State Expenditures					
Coordination					
Vroom	\$ 5,471.57	\$ -	\$ -	\$ 5,471.57	0%
School Readiness	\$ 224,270.39	\$ 15,673.40	\$ 51,984.24	\$ 172,286.15	23%
Great Start	\$ 12,488.63	\$ -	\$ 11,050.00	\$ 1,438.63	88%
Title IV-B2 Funds	\$ 156,269.69	\$ -	\$ 13,711.28	\$ 142,558.41	9%
Family Stability	\$ 77,193.10	\$ 4,283.10	\$ 19,776.16	\$ 57,416.94	26%
Focused Child Care Network	\$ 135,744.74	\$ 14,010.87	\$ 25,044.08	\$ 110,700.66	18%
Kindergarten Partnership & Innovation	\$ 556,601.71	\$ 13,308.13	\$ 71,508.75	\$ 485,092.96	13%
Total All Expenditures	\$ 2,240,811.60	\$ 93,850.12	\$ 634,159.81	\$ 1,606,651.79	28%

Ending Balance \$0.00

Revenues
 Other Resources (funds not located at LBCC)

	Budget	Current Month	YTD	Balance	% Used
Expenditures					
IHN-CCO (funds not located at LBCC)	\$ 41,908.60	\$ -	\$ 6,635.00	\$ 35,273.60	16%

May Financial Narrative



Early Learning Hub
of Linn, Benton & Lincoln Counties

Finance

May 2018

MONTH-END DETAILS

Revenue:

We received no disbursements from the State during the month of May, for any of our funding streams.

Expenditures:

We processed about \$5,000 in Reimbursement Requests from our contracted partners during May.

Miscellaneous:

We are still working through our books and procedures to ensure that we are complying with LBCC's year-end processes before the June 30, 2018 deadline.

May Financial Summary

Early Learning Hub of Linn, Benton & Lincoln Counties Early Learning Hub - 2-Year Budget (7/1/17 - 6/30/19) Governing Board Summary Financial Update as of 5/31/2018

	Budget	Current Month	YTD	Balance	% Rcvd
Resources					
Revenues					
Reimbursable Revenues	\$ -	\$ -	\$ -	\$ -	0%
Grant Resources					
NWHF (Carryover)	\$ 16,552.54	\$ -	\$ -	\$ 16,552.54	0%
Local Resources					
IHN-CCO Funds	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	100%
IHN-CCO Funds (Carryover)	\$ 50,869.08	\$ -	\$ 25,000.00	\$ 25,869.08	49%
State Resources					
Coordination					
Dept. of Education - ELD - Coordination (Carryover)	\$ 244,821.35	\$ -	\$ 51,271.82	\$ 193,549.53	21%
Dept. of Education - ELD - Coordination	\$ 610,528.80	\$ -	\$ 148,969.92	\$ 461,558.88	24%
Reimbursement Grants					
Dept. of Education - Vroom	\$ 5,471.57	\$ -	\$ 3,000.00	\$ 2,471.57	55%
Dept. of Education - School Readiness	\$ 224,270.39	\$ -	\$ 30,437.26	\$ 193,833.13	14%
Dept. of Education - Great Start	\$ 12,488.63	\$ -	\$ 9,283.63	\$ 3,205.00	74%
Dept. of Education - Title IV-B2	\$ 156,269.69	\$ -	\$ -	\$ 156,269.69	0%
Dept. of Education - Family Stability	\$ 77,193.10	\$ -	\$ 6,731.24	\$ 70,461.86	9%
Dept. of Education - Focused Child Care Network	\$ 135,744.74	\$ -	\$ 18,787.13	\$ 116,957.61	14%
Dept. of Education - Kindergarten Partnership & Innovation	\$ 556,601.71	\$ -	\$ 70,131.81	\$ 486,469.90	13%
Total All Resources	\$ 2,240,811.60	\$ -	\$ 513,612.81	\$ 1,727,198.79	23%

	Budget	Current Month	YTD	Balance	% Used
Expenditures					
Reimbursable Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Grant Expenditures					
NWHF (Carryover)	\$ 16,552.54	\$ -	\$ 11,537.23	\$ 5,015.31	70%
Local Expenditures					
IHN-CCO Funds	\$ 200,869.08	\$ -	\$ 173,081.95	\$ 27,787.13	86%
State Expenditures					
Coordination	\$ 855,350.15	\$ 26,452.57	\$ 283,550.49	\$ 571,799.66	33%
Reimbursement Grants					
Vroom	\$ 5,471.57	\$ -	\$ -	\$ 5,471.57	0%
School Readiness	\$ 224,270.39	\$ -	\$ 51,984.24	\$ 172,286.15	23%
Great Start	\$ 12,488.63	\$ -	\$ 11,050.00	\$ 1,438.63	88%
Title IV-B2 Funds	\$ 156,269.69	\$ -	\$ 13,711.28	\$ 142,558.41	9%
Family Stability	\$ 77,193.10	\$ 4,025.01	\$ 27,935.61	\$ 49,257.49	36%
Focused Child Care Network	\$ 135,744.74	\$ -	\$ 25,044.08	\$ 110,700.66	18%
Kindergarten Partnership & Innovation	\$ 556,601.71	\$ 1,000.88	\$ 97,732.31	\$ 458,869.40	18%
Total All Expenditures	\$ 2,240,811.60	\$ 31,478.45	\$ 695,627.19	\$ 1,545,184.41	31%

Ending Balance \$0.00

Revenues
 Other Resources (funds not located at LBCC)

	Budget	Current Month	YTD	Balance	% Used
Expenditures					
IHN-CCO (funds not located at LBCC)	\$ 41,908.60	\$ 1,927.50	\$ 8,562.50	\$ 33,346.10	20%

Consent Items

May Minutes

Early Learning Hub of Linn, Benton and Lincoln Counties Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, May 03, 2018 LBL-ESD, Albany
MEETING CALLED BY	Kristi Collins
COMMITTEE MEMBERS PRESENT	Tonja Adams (on behalf of Marco Benavides, Jeff Davis, Laura Farmer, Jennfier Gere, Bill Hall, Kelly Locey, Julie Manning, Mary McKay, Paul Smith, Rich Waller, Sarah Dorrigan, Glenna Hughes, Stephany Koehne (remotely), Rebecca Cohen (remotely), Bettina Schempf (remotely), DeAnn Brown (remotely), Lauren Sigman (remotely), Bill Hall (remotely)
VERSION	Draft – Pending GB Approval
RECORDED	Yes

Agenda topics

ROLL CALL	May 03, 2018 Governing Board Meeting
Roll call taken.	
We have enough members of the committee present to constitute a quorum.	

SPECIAL GUEST PRESENTATION	Pollywog, LeAnne Trask
Through partnership with Regional Health Information Collaborative (RHIC), ASQs for children on the Oregon Health Plan (OHP) entered into the Pollywog online system will be directed to the appropriate medical provider. Building easier access to ASQs, this pilot will increase access to services as early as possible for children with developmental delays and improve developmental screening rates for IHN-CCO.	
Detailed analytics will help partner agencies track multiple community engagement successes.	
Most families hear about Pollywog from their maternity care coordinator at the hospitals.	
The Hub is planning a partner meeting for professionals interested in learning about Pollywog.	

DIRECTOR'S REPORT	Director's Report / EL Hub Updates
Kristi presents the Director's updates from the Board packet:	
Kristi points out the Oregon Department of Education Pre-K to 3 rd Grade Alignment flyer that features an Oregon example (Lincoln County School District).	

COMMITTEE REPORT	Fiscal Report
LeAnne presents the month-end revenue, expenditures, and miscellaneous financials.	

CONSENT ITEMS	April Meeting Minutes
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The Board is being asked to approve the April minutes.															
Motion: Rich Waller															
2 nd : Bill Hall															
The Board voted unanimously to accept the April minutes.															
VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Hughes	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM				Vacant Board Positions – Approval Needed											
We need approval from the Board to approve Sarah Dorgan for the Linn County Business chair.															
Motion: Jeff Davis															
2 nd : Mary McKay															
The Board votes unanimously to approve Sarah Dorgan to the Linn County Business chair.															
VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Hughes	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM				Board Terms – Informational								
The Lincoln County Business chair is currently vacant.												
If Board members want to continue serving on the Board, please let Kristi know.												

DISCUSSION ITEM				Funding Committee Targeted Investment Allocation – Approval Needed								
Kristi asks the Board to weigh in on the proposed target allocation strategies.												
Lincoln school district offers 100% free-and-reduced lunch with a 14% homeless rate for children.												
Lincoln & Benton counties each make up 21% of the at-risk population in our three-county region with Linn making up 58%. (Based on data from our original Hub application)												
Since Oregon doesn't release data for at-risk populations by county, there isn't current at-risk data.												
We need approval from the Board to approve the targeted investment allocation with the revision that # of projects per county change to: <ul style="list-style-type: none"> • 4 projects for Linn County, 2 projects for Benton County, 3 projects for Lincoln County. • This maintains a cap of \$5,000 per project per county. • Should we receive limited applications, the default strategy reverts to even distribution between the three-county region. 												
Motion: Paul Smith												
2 nd : Laura Farmer												

The Board voted unanimously to approve the targeted investment allocation.															
VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

NEXT MEETING	Thursday, June 28, 2018
2:00pm, Old Mill Center, Corvallis	
MEETING ADJOURNED	3:30pm

Discussion Items

Funding Committee Recommendations

To maintain the validity of the RFA process, this content is confidential and only to be viewed by Board Members or their proxies. Only the Board agenda will be posted to the Hub website until after the Board has taken action on this item. Letters of Interest will be posted as a separate document for your review.

- Letters of Interest were due on May 18th by 5 PM
- We received 7 LOI's with 1 being regional, 1 Linn County specific, 1 Benton County specific, and 4 Lincoln County specific
- We have \$45,000 available funds
- LOI's requested \$42,500
- The Funding Committee met via conference call on May 22nd to review all LOI's
- All LOI's are from new partners with the exception of one who has submitted for planning of a new project.

The Funding Committee recommends funding all LOI's pending successful contract negotiations. There are additional points of clarification that are needed from the SMART initiative. It is also recommended that we offer the full \$5000 available to Yacht's to support their proposed work if they feel they could successfully spend down the funds in the contract time period.

Pollywog Update



POLLYWOG PROGRESS REPORT

As of June 11, 2018

Statistics:

- Individuals enrolled in Pollywog Program – 412
- Number of courses (prenatal and postnatal) offered – 32
 - Includes classes in all three counties
 - Includes prenatal classes at all five hospitals
 - Includes classes/workshops/playgroups/support groups taught in all three counties.
- LBCC Parenting Education classes are seeing a 40% increase in registration over this time last year in the pilot area:
 - Have had to add an additional toddler class
 - All classes offered Spring Term in Albany were full
 - Serving 21 more families than same time last year
 - The Parenting Success Network has reported that all of their Spring Term classes were full, and their evening one-night workshops were averaging 45 attendees
- Community Partners (trained) – Kidco Head Start (4), Samaritan Albany General Hospital (6), Family Connections (4), Linn County Health Department (2), Family Tree Relief Nursery (2), Old Mill Center (3), and a Maternity Care Coordinator at Good Samaritan
- Community Partners in Progress – DHS, WIC, LBL-ESD, Greater Albany Public Schools/Welcome Center, Community Services Consortium
- Parent Blog – In April began running a parent blog on our website, in English and Spanish. Seeing large visitor spikes on our website on the days it is published
- English/Spanish Website – Our website is available in English and Spanish. In 2017, our website was accessed 498 times by individuals who used it in Spanish
- Devices – Our website is mobile-friendly. Our site is accessed 72.9% of the time on a computer desktop, 23.8% on a mobile device, and 3.3% on a tablet



Pollywog Family Website: Jan 1 thru Jun 11

- 1,189 visitors to site – 1,140 new (86%), 49 returning
- 4,757 pages viewed

▪ Country of Origin:

USA	1,002
Canada	108
Poland	17
China	11
Philippines	9
UK	4
Peru	4
Germany	3
India	3
Lebanon	3

▪ City of Origin:

Corvallis	213
Boardman	201
Albany	147
Unknown	130
Portland	105
Lebanon	28
Eugene	25
Seattle	25
San Francisco	24
Newport	20

▪ Pages Viewed:

(Landing Page)	1,551
Classes	515
The Parent Voice	378
Resources	334
About Us	262
Prenatal Classes	192
PSN Classes	57
Childbirth Prep	56
Infant Classes	50
Weekend Childbirth	42

Pollywog Facebook Page: Jan 1 thru Jun 11

- Fans (Likes) – 56
- Daily Total Reach – 4,536
- Posts – 81
- Highest Reaching posts –
 - 3/08 “How to Stay Calm when Baby won’t Stop Crying” (59 reach)
 - 4/23 “A Day in the Life of a Parent” (Blog) (81 reach)
 - 5/01 “Talking to your 3 Year Old” (171 reach)
 - 5/21 “Feeding my Family” (Blog) (90 reach)
 - 6/04 “Summer Safety” (Blog) (64 reach)

Pollywog YouTube Page: Jan 1 thru Jun 11

- Audience Views – 84
- Videos – 5
 - “Training Overview” – 21
 - “Welcome to Pollywog” - 24



Vacant Board Positions & Terms

PROPOSED GOVERNING BOARD TERMS

4-YEAR TERMS: Ending 6/2019			
1	Jim Golden	K-12 (appointed)	Linn
2	Stephany Koehne	ECE	Linn
3	Claire Hall	H&SS	Lincoln
4	Laura Farmer	Parent	Benton
5	Rebecca Cohen	ECE	Lincoln
6	Bettina Schempf	H&SS	Benton

TERMS: Ending 6/2020			
1	Sarah Dorgan	Business	Linn
2	Jennifer Gere	Parent	TBD
3	Lorena Reynolds	Business	Benton
4	Marc Thielman (appointed)	K-12	Benton
5	Rich Waller	Health	Lincoln
6	Kelly Locey	Health	Benton

TERMS: Ending 6/2021			
1	VACANT	Business	Lincoln
2	Glenna Hughes	Health	Linn
3	Paul Smith	ECE	Benton
4	VACANT	H&HHS	Linn
5	Lauren Sigman	K-12 (appointed)	Lincoln
6	Christina Hannahs	Parent	Lincoln

STANDING: (Agency Appointed)			
1	Jeff Davis	LBCC	Linn/Benton
2	Julie Manning	IHN-CCO	LBL
3	Mary McKay	LBL-ESD	LBL
4	DeAnn Brown	CTSI	Lincoln
5	Marco Benavides	DHS	LBL